



### Personal information

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### Education

Dates (from – to) 1996-1997  
Name of school Banha University Faculty of Commerce  
Graduate Accounting department

### Employment

Dates (from – to) **Mar 2014 to date**  
Occupation or position **Accounts Manager**  
Name and address of **Dalel al-huda Group**  
Type of Contracting or **For contracting**

Main activities and responsibilities

- Preparing profit and loss report for each statement
- Preparation cost center by cost analysis for each product and its impact on the profit and loss accounts, and control inventory
- Responsible for all financial activities of the company.
- Bookkeeping.
- Work on all Office programs
- Work on all accounting software
- Preparation of financial statements of the company
- The ability to provide financial advisory and management of the company
- Preparation and development of financial and accounting policies and procedures of the company
- Preparation of all accounting entries to the accounts of customers, suppliers and banks transactions manually and then inserted through the accounting program
- Preparation of final accounts and budgets diphtheria and across accounting software
- Preparation of all acts of wages and salaries and all influences manually
- review of vouchers for payments and documents captured for receipts and ensure safety and it is approved by the authorized person
- Claims preparation and follow up the collection and examination of customer accounts and keep track and control given to them to allow for the repayment period
- Undertake an audit clients, suppliers and fund accounts before and after the registration through the accounting program

Dates (from – to) **May 2009 to Mar 2014**  
Occupation or position **Accounts Manager**  
Main activities and responsibilities

- Prepare profit and loss statement report for each (sales, administrator and manufacture)
- Prepare cost center by analyzing costs per product and its effect on Profit and Loss Accounts, controlling inventory.
- Taking responsibly for all of the financial activities of the company.

Name and address of employer **Mechanical Engineers Group Co**  
Type of Contracting or sector **Electromechanical contracting**

Dates (from – to) **November 2007 - May2009**  
Occupation/position held **Finance Director**  
Main activities and responsibilities

- Responsible for knowing critical functions within the department and capable of mentoring and assisting employees within the department.
- Utilize teamwork to develop departmental synergy.
- Staff management and development.
- High knowledge of all accounting aspects especially the Egyptian Accounting Standard.
- Responsible for managing the departments of accounts payable and accounts receivable.
- Reviews accounts payables and weekly check runs.
- Prepares the quarterly financial position.
- Supervision of his employees to prepare the monthly required reports .

Name and address of employer **Sada El Arab - Media Code Adevertising Agency**  
(Mada Magazine, Rotana Magazine and CONVO Magazine).  
Type of business or sector **Adevertising Agency, Magazine**

Dates (from – to) **May 2003 till November 2007**  
Occupation/position held **- Assistant Accounts Manager**

Main activities and responsibilities

- Review of Purchase Requisitions/ Internal Notes and supporting documentation to confirm policies and processes have been followed in respect of procurement and confirmation that budget available for requested spend.
- Liaison with the Purchase Requisitioners (PRs) to resolve any queries arising, release of local purchase order and advising the PRs of the same.
- Review of Accounts Payable Vouchers, working with the Accounts Payable Clerk to clear any queries on the same prior to posting the Vouchers on the system.
- Implement and monitor accounts payable monthly closing check list ensuring proper and timely accounts payables monthly closing process/procedures
- Conduct Supplier Statement Reconciliations and deal directly with Suppliers on any queries.
- Review of Petty Cash Claims and supporting documentation ensuring compliance with Policies and Procedures prior to posting the Petty Cash Vouchers.
- Review all suppliers' codes, projects codes, and/or any other sub-ledger codes on periodical basis to identify required updates or inactive records and avoid duplications.
- Assist in preparing ad-hoc analysis, financial reporting, and other various tasks related to Accounts Payable area.

Name and address of employer **Mechanical Engineers Group Co.**  
Type of business or sector **Electromechanical contracting**

**Personal skills**

- Bachelor's Degree in Accounts with 13 years of related experience out of which 4 years as Chief Accountant in a large firm with knowledge in Oracle accounting systems..
- good in English language. Basic knowledge of Arabic .
- Good knowledge of Generally Accepted Accounting
- Computer Literacy (Advanced MS Office)
- From 2 to 5 years experience accounts payables, receivables, cash control, bank reconciliations, Balance Sheets, P&L
- Excellent communication skills
- Hard worker, proactive, able to work under pressure & team player
- Able to deal with different types of personalities & nationalities

**IT skills**

Excellent knowledge of computer systems and software: MS Windows (all editions) , MS Office besides Graph software (Photo and Video Editing)

**References**

Available upon request.